User Manual

RERA
Real Estate Regulatory Authority
Punjab
User Manual
Other Than Individual
Login

Steps:

- Click on hyperlink New Registration to create a user.

- After clicking New Registration it will open screen as shown below.
Select User Type to create new user as a Promoter, Real Estate Agent or Complainant.
Enter valid mandatory details and click on Create User button. Email verification message will be displayed as shown below

Only after user will verify email, he will be able to login into his account.
• Click on hyperlink ‘Forget Password’. It will display below screen.
• Enter valid details and click on ‘Submit’ button.

A message will be displayed to check email to reset password.
Promoter

My Profile: Case is Other Than Individual

- If Promoter is of type Other than Individual, fill proper details of organization, address information of organization, details of authorized signatory and fill complete form.
- Click on save button to create promoter profile.
<table>
<thead>
<tr>
<th>Details of Authorized Signatory who will sign Form B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Authorized Signatory</strong></td>
</tr>
<tr>
<td><strong>Email of Authorized Signatory</strong></td>
</tr>
<tr>
<td><strong>Mobile No. of Authorized Signatory</strong></td>
</tr>
<tr>
<td><strong>Landline Number of Authorized Signatory</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website</strong></td>
</tr>
<tr>
<td><strong>PAN Number of Organization</strong></td>
</tr>
<tr>
<td><strong>Do you have Annual Report consisting of Director’s Report, Auditor’s Report, Audited P &amp; L, Balance Sheet and Cash Flow Statements?</strong></td>
</tr>
<tr>
<td><strong>Do you have any Parent Entity?</strong></td>
</tr>
<tr>
<td><strong>Do you have any Past Experience?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years of Experience of Promoter in Real Estate Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Years of Experience of Promoter in Real Estate Development in Punjab</strong></td>
</tr>
<tr>
<td><strong>Years of Experience of Promoter in Real Estate Development in Other states or UTs</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Completed Projects and Total Area Constructed (in sq. mtr) under all such Projects in Past Five Years or since Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Completed Projects in Last Five Years</strong></td>
</tr>
<tr>
<td><strong>Total Area Constructed under all such projects</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of ongoing projects and proposed area to be constructed (in sq. mtr)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Ongoing Projects</strong></td>
</tr>
<tr>
<td><strong>Area to be Constructed under such projects</strong></td>
</tr>
</tbody>
</table>

| Save | Reset |
Parent Entity(s) Details

- If Promoter is of type Other than Individual, Promoter has to fill the details of Parent entity. To save the details, click on save button. Promoter can edit and delete the details.
Organization Member Details

- Fill the appropriate details of Chairman, Partner, Director or Other Authorized Signatory and fill respective designation. Fill the complete form and upload the photograph. Click on save button to save the form.
Promoter’s Track Record : (Promoter Other Than Individual)

a) Details & Profile - Completed & On-Going Projects

- If Promoter has past experience, then Promoter will enter valid experience details and click on Add Reasons link to select reason among available options. Click on save button to make an entry. Promoter can edit and delete a record after saving.
b) Litigations if any

- If there are any litigation related to a particular project then user will enter valid details related to litigations and click on save button shown in next screen.
Documents Upload

- In this form, documents required for promoter need to be uploaded. Select document from dropdown list and fill valid details of document to be uploaded. Click on add files to browse document and start upload button to upload the document.

- Upload Documents one by one after selecting from dropdown list. To view all uploaded documents click on reset button.
## Promoter - Upload Documents

**Promoter Document Details**

- **Document Name**: Auditor's Report
- **Description**: Annual Documents for last 3 FY or since inception
- **File Format**: JPEG/PDF
- **File Size**: 3.84 MB
- **File Status**: This document is mandatory for promoter registration/upload.

**Document Reference Number**: 1234N

**Remarks, If Any**

**Document Issue Date**: 08-Feb-2018

### Upload Promoter Document

- **Size**: 19.74 KB
- **Name**: 23.png
- **Type**: Image/jpg

### Table

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Reference Number</th>
<th>Document Issue Date</th>
<th>Remarks, If Any</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Report</td>
<td>345689</td>
<td>02-Jan-2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Back to List (View Documents)**

**Reset**
Profile Review/Confirm

Promoter Profile Review/Confirm form will display status complete if all corresponding forms are filled properly, otherwise status is pending. I Agree button will be disabled. Click on each Confirm button under Action Required.
- It will display Already confirmed message for each confirm button clicked. I agree button will be enabled.
Click on I agree button. Application will be successfully submitted with unique diary number assigned to promoter. All corresponding forms will be locked after that.
Project Details

Add Project

- To add project details, click on add project. In this form, Promoter needs to select any option either New Project or Existing RERA Project depending upon project status. If Project is existing RERA Project, then click on Existing RERA project and fill respective fields. On entering existing RERA number project name will be auto filled. Click on Add Reasons to select reason for delay.
- After filling the form click on submit button. Saved project will be displayed below in the table format.
• If Project is new Project, then click on New Project and fill all other details. After filling the form click on submit button. Saved project will be displayed below in the table format.
**Project Land Details**

- To add Land details, click on Project Land Details. Select Project Name from dropdown list for which details of land has to be filled. Fill all respective details and click on submit button to save the form. Saved details will be displayed below in the table format.
### Area of Land Under various components (in sqr mtrs only)

<table>
<thead>
<tr>
<th>Component</th>
<th>Area (in sqr mtrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area of Land Under Residential Group Housing</td>
<td>300</td>
</tr>
<tr>
<td>Area of Land Under Commercial</td>
<td>200</td>
</tr>
<tr>
<td>Area of Land Under Common Area</td>
<td>100.000</td>
</tr>
</tbody>
</table>

### Area of Land (Ownership Status Wise) Proposed to be Developed Under various components (in sqr mtrs only)

<table>
<thead>
<tr>
<th>Ownership Status</th>
<th>Area (in sqr mtrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owned by Promoter</td>
<td>500</td>
</tr>
<tr>
<td>Not Owned by Promoter</td>
<td>300.000</td>
</tr>
</tbody>
</table>

### Other Details

- Longitude of Start point of proposed project land: 3.9
- Longitude of End point of proposed project land: 2.5
- Name of Villages: Malaspur
- Latitude of Start point of proposed project land: 7.1
- Latitude of End point of proposed project land: 1.4
- Is there Any Project Land Encumbrance?: Yes

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**Total Area of Land Proposed to be developed (in sqr mtrs)**: Area of Land Owned by Promoter + Area of Land Not Owned by Promoter
**Land Khasra Details**

- To add khasra details, click on Land Khasra Details and select Project Name from dropdown list for which details of Land khasra has to be filled. Fill all details and click on submit button to save the form. Saved details will be displayed below in the table format. Promoter can edit and delete the record.
Project Litigations

- This form is basically of litigations related to project. If there is any case related to that project, then the promoter has to fill the litigation form about the project. First select Project and fill all details. Click on submit button to save the form.
Project Approval Details

- Select Project name from dropdown list and fill the data of the project approval and upload related document. After filling the details click on submit button to save the details.
Documents Upload

- In this form, required project documents need to be uploaded. Select Project name from dropdown list for which documents to be uploaded. Fill other respective details and click on add files to browse document and start upload button to upload the document. To view all uploaded documents click on reset button.
Quarterly Update Details

Construction Details

- To add details of construction, click on Construction Details. Select project from dropdown list for which construction details has to be filled. Current year and quarter registration process will be displayed auto filled. Add other Construction details and save the form.
Inventory Details

- To add details of Inventory, click on Inventory Details. Select project from dropdown list for which Inventory details has to be filled. Current year and quarter registration process will be displayed auto filled. Add other Inventory details and save the form.
**Internal Facilities Details**

- This form basically consists of internal infrastructure and facilities provided by the promoter. Select project name and fill other internal infrastructure facilities details. Current year and quarter registration process will be displayed auto filled. Save the form by clicking submit button.
External Facilities Details

- This form basically consists of External Development Work and Facilities provided by the promoter. Select project name and fill other External Infrastructure and Facilities Details. Current year and quarter registration process will be displayed auto filled. Save the form by clicking submit button.
Parking Details

- To add details of parking, click on Parking Details. Select project from dropdown list for which Parking details has to be filled. Current year and quarter registration process will be displayed auto filled. Add other parking details and save the form.
Project Professionals

- In this form, Promoter needs to fill data of Real Estate Agents, Structural Engineer, Architect, Contractors and other person concerned with the development of the project. Select project from dropdown list. Current year and quarter registration process will be displayed auto filled. After filling the details click on submit button to save the details.
**Project Photographs**

- This form is basically of Project Construction Status Photographs. Select project from dropdown list. Current year and quarter registration process will be displayed auto filled. Fill Construction Status Details and upload photographs one by one selecting option from Select option.

- Click on add files to browse document and start upload button to upload the document. To view all uploaded documents click on reset button.
Special Bank Account

- In this form, Promoter has to fill Special Bank Account Details related to project. Select project name from dropdown list. Fill bank address details and upload Scan Copy of Cancelled Cheque. Click on submit button to save the details.
Payment Details

- In this form, Promoter has to fill Payment details for registration fee. Select project name from dropdown list. Fill payment details and upload scan copy of DD/Bankers cheque. Click on submit button to save the form.
Project Review/Confirm

Quarterly Update Details

- Display form for Project - Quarterly Updation Details - Review/Confirm with status complete if all corresponding forms are filled properly, otherwise status is pending. I Agree button will be disabled.

- Under Action Required click on each Confirm button
- It will display Already confirmed message for each confirm button clicked. I agree button will be enabled.
- Click on I agree button then PDF against each Project (Quarter Wise) Review/Confirmation Title will be available to download. Click on PDF file to download.
**Project Details**

- Display form for Project Details - Review/ Confirm with status complete if all corresponding forms are filled properly, otherwise status is pending. I Agree button will be disabled.

- Under Action Required click on each Confirm button
- It will display already confirmed message for each confirm button clicked. I agree button will be enabled.
- Click on I agree button.
- Application should be successfully submitted with unique diary number assigned to project. SMS and Email with defined format containing diary number will be sent. All corresponding forms will be locked.
Message
Your Application successfully Submitted. Thanks with diary number: PRJ2016ASR1031 keep it for future reference

OK
Dashboard

- Display form for Promoter Projects along with status.
If status is incomplete due to some reason then promoter can view more details of information that need to be provided by clicking on icon eye.
- Promoter has to provide all the data as per mentioned by the authority.
• Promoter has to resubmit the form after providing the appropriate information.
Message

• Again click on Dashboard to view application status.